



## LIGHTHOUSE ACADEMIES POSITION DESCRIPTION

*We prepare our students for college through a rigorous arts-infused program.*

### VISION

All students will be taught by an outstanding teacher in a nurturing environment. Every student will achieve at high levels and develop the knowledge and values necessary for responsible citizenship and life long learning. The impact of our collaborative efforts will fundamentally change public education.

### CORE VALUES

Work hard. Get smart.  
Graduate from college.

High expectations  
equal results.

Nothing less  
than excellence.

Today is the day  
we make it happen.

**Title: FOUNDING PRINCIPAL**

**Location: Gary Lighthouse Charter School – College Prep Academy  
Gary, Indiana**

**Reports To: Regional Director**

The Founding Principal of the College Preparatory Academy (CPA) of the Gary Lighthouse Charter School (GLCS) will be a pioneer at Lighthouse Academies. GLCS is one of two schools in our network that will be the first to implement the high school component in the 2009-2010 academic year. Indianapolis Lighthouse Charter School is the second school also in the process of recruiting a Founding Principal. As a result, both Founding Principals will have the ability to plan, support and work with one another as needed. In addition, both Founding Principals will be working closely with their school's leadership team and members of the LHA Commons staff (Regional Directors, education team members, etc.) to inform and assist in the creation of the high school design, in addition to investing students and families in the program.

The structure of the Founding Principal position is broken down into two stages. The first stage will occur during the 2008-2009 academic year already in progress. The central focus of the work will be around program design; building relationships with students and parents, both currently enrolled and newly recruited families, in an effort to invest them in the program; working closely with the leadership team and 8<sup>th</sup> grade instructional staff to ensure students are prepared for high school; and working to put the college prep model into action for the 2009-2010 academic year.

The second stage will occur in 2009-2010 with the opening of the CPA where the Founding Principal will take on all of the roles and responsibilities of a LHA principal. The CPA will begin with 9<sup>th</sup> grade students only, ideally containing a high percentage of rising ILCS 8<sup>th</sup> grade students. It is projected that the CPA will start with 50 to 60 9<sup>th</sup> grade students and will continue with the LHA growth model of adding one grade each year.

### **ESSENTIAL QUALITIES of a LIGHTHOUSE SCHOOL LEADER**

Lighthouse Academy (LHA) principals are more than school leaders and managers. They help transform children's lives by creating opportunities for a brighter future. LHA school leaders are responsible for ensuring all of our students achieve high levels of academic success. We are seeking principals who will make the commitment to lead with determination, integrity and purpose, embodying these essential qualities:

- Past experiences and actions reflect a commitment to the LHA mission, vision, core values
- A passion and ability to build and sustain the LHA K-12 model in a high need, urban environment
- Work in schools that demonstrates a sense of urgency and the relentless pursuit of high academic student achievement
- Reflective, self-aware and adaptable to communication and work styles of others
- Critical thinker and problem solver who takes initiative
- Belief in the power of collaboration and works to build a collaborative culture with LHA network, community, staff, families and students

### **ESSENTIAL FUNCTIONS & EXAMPLES OF WORK**

The principal of a Lighthouse Academy school is an instructional, operational and strategic leader who works to create and enhance a culture of achievement and respect where high expectations and results are the norm. Our principals are responsible for demonstrating significant and measurable academic gains, each year, with all students. Our principals' actions must always be aligned with our mission, vision, core values and education program. The essential functions for the CPA Founding Principals are as follows:

- **Gain a thorough understanding of the Lighthouse Academies model.**  
Examples of work: *Read and understand charter, participate in all network professional development, observe and evaluate instruction*
- **Collaborate with the LHA Education Team, Regional Director and school-based leadership team in designing the College Prep Academy model.**  
Examples of work: *Research high-performing high school models; collaborate with the education team; review current work on model and provide feedback*
- **Serve as instructional leader and implement/lead designated program(s).**  
Examples of work: *Work with 8<sup>th</sup> grade instructional staff to monitor achievement and growth of 8<sup>th</sup> grade students toward high school readiness; observe and provide feedback to staff using LHA protocols; use data to make program decisions*
- **Outline staffing model for College Prep Academy; recruit and hire highly qualified, exemplary staff.**  
Examples of work: *Network with community and local colleges/universities; work with LHA Executive Recruiter to secure marketing materials, conduct interviews*
- **Outline professional development plan for summer training and ongoing development that support the development of a strong culture of achievement and responsibility.**  
Examples of work: *Outline summer professional development calendar; collaborate with LHA Education Team and Regional Director to outline needs*

- **Conduct student marketing, recruitment and enrollment, as needed.**  
Examples of work: *Work with existing families to secure reenrollment from Upper Academy, conduct marketing in community, monitor enrollment*
- **Work with the 8<sup>th</sup> grade students and their families to educate them about the College Preparatory Academy model and increase their commitment to preparing students for college.**  
Examples of work: *Set up college visits for 8<sup>th</sup> grade students and families, create opportunities for parents to get involved with realization of the College Prep Academy*
- **Assist with the supervision and evaluation of instructional staff and other school personnel.**  
Examples of work: *Observe designated Upper Academy staff and provide feedback using the LHA protocol; provide instructional coaching*
- **Develop College Preparatory Academy school budget, ensuring that all financial transactions are completed in accordance with LHA policies and procedures.**  
Examples of work: *Allocate resources; participate in monthly finance calls; approve purchases*
- **Work with Regional Director and school leaders to learn about and manage all aspects of school operations.**  
Examples of work: *Shadow Regional Director and other school personnel; participate in Coordination Calls; work with Regional Director and Commons staff to procure goods and services*
- **Confer with the Board of Trustees as needed.**  
Examples of work: *Prepare and present board reports; participate in scheduled meetings*
- **Attend trainings sponsored by Lighthouse Academies and other designated trainings to implement the current Lighthouse Academies model and to develop the College Preparatory Academy model.**
- **Complete other duties related to this position that may be assigned.**

### **MINIMUM QUALIFICATIONS**

#### ***EDUCATION***

- Masters Degree in Education or Education Administration

#### ***EXPERIENCE, KNOWLEDGE & SKILLS:***

- Five (5) years teaching experience with three (3) years of instructional coaching at the high school level
- Track record of success in closing the achievement gap, especially at the high school level
- Knowledge of Indiana high school graduation requirements
- Professional experience in a fast-paced, evolving "start up" setting
- A commitment to continued professional development
- Data analysis, and data-driven planning and instruction
- Mobilization of the community to serve as partners in the arts, internships, and advocates
- Turning best practices into high quality, instructional practices
- Collaborative leadership; Shared decision-making
- Data managements tools, organizational tools, computer skills

### **DESIRED CHARACTERISTICS**

While no one person will possess all of the qualities below, the ideal candidate will also possess some combination of the following professional and personal characteristics:

- Professional experience in grades K – 12
- Professional experience in arts-infused education
- Knowledge of the charter school network and landscape
- A commitment to continued professional development

### **REPORTING RELATIONSHIPS**

The Founding Principal reports directly to the Regional Director. The Founding Principal is evaluated twice per year based on goals, performance responsibilities and professional development.

### **COMPENSATION**

The Founding Principal is being hired in advance of the opening of the College Preparatory Academy to assist with development of the model, to invest students and families in the model, and to implement the start-up of the model. The CPA will open with approximately 50 ninth grade students. The academy will continue to add one grade per year to serve students in grade 9 through 12 in fall 2012. Based on this growth model, the position will pay a competitive salary comparable to that of an elementary principal. There is a potential increased compensation as the school grows. A full benefits package is available.

### **START DATE**

The ideal start date for the Founding Principal is mid to late November 2008.

### **INSTRUCTIONS FOR APPLICATION**

LHA's Search Committee is soliciting nominations and expressions of interest **immediately**. The deadline for applying is Monday, October 15, 2008.

Applicants should go to [www.lighthouse-academies.org/careers.htm](http://www.lighthouse-academies.org/careers.htm) to find the link for this opening. **NOTE:** when prompted in the system to upload a resume and letter, applicants should not cut and paste these documents in portions. Rather, please choose to upload the entire documents. Applications should include a current resume and a letter of interest addressed to Matthew Gallup, Executive Recruiter.

Confidential nominations for the position or questions about the position and/or the search process should be directed to the Executive Recruiter who is assisting the Search Committee with this search:

**Matthew Gallup, Executive Recruiter**  
**Lighthouse Academies**  
**508-626-0901 x22 or 917-574-8653**  
[mgallup@lighthouse-academies.org](mailto:mgallup@lighthouse-academies.org)

*Lighthouse Academies has a proven commitment to diversity  
and seeks a diverse pool of candidates in this search.*